

# Northern Sports Complex and Community Park Issues/Information/Discussion/Decision Paper

*Revised 3/8/02*

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## Update for Board of Supervisors:

On March 6, 2002 the Parks and Recreation Board reviewed the enclosed document and addressed the following significant issues:

### **Items for Board of Supervisors Action:**

- Recommended that the interest from the distribution principal be retained for the northern complex
- Recommended that a Park Manager be hired from the interest proceeds to assist with management of the project and details associated with the project.
- Recommend that the funds remaining in the northern complex account be distributed to the central and southern complex sites
- Adopted a set of goals and criteria for the project to guide planning

### **Items to be submitted to the appropriate Board of Supervisors committees:**

- Recommended that a Park Manager be hired to begin work immediately to assist with management of the project and details associated with the project.
- Recommended allocation of the funds to specific line items

### **Items for Board of Supervisors Information:**

- Continue negotiations with Resource Planners for design work for the project
- Request a determination of the County processes required to keep this project on track
- Authorized staffs initiate studies as needed to keep project on schedule
- Authorized staff to call fundraisers together to organize into a community fundraising team functioning outside of County government but with direction for their efforts provided by the County
- Request the approval by FYSCC to revise the lease to allow the County to build the portions of the property for which FYSCC would have been responsible
- Agreed to hold two public information sessions for public input on the proposed plans
- Directed staff to initiate a monthly report on the project to the Mellon Estate, the Board of Supervisors, and the Parks and Recreation Board.
- Agreed to investigate further the possibility of commissioning artwork for the site as an expression of honoring the donor

**Additional items addressed by the Parks and Recreation Board are included in the attached report.**

## Summary:

During the last 9 days since this gift has been announced staff has begun to develop a process for Board consideration that would identify decisions that will be needed to be made and the process for making those decisions. Enclosed is an initial outline of items for the Board to discuss and consider in order to initiate this project as well as identify initial decisions that should be addressed in order to effect a smooth and efficient process. The most crucial aspect of this project is the timeline and the timely processing of decisions to keep the project on track. While the outline should not be considered comprehensive, it should provide a basis for discussing and determining the work that needs to be done to make this a successful and on-time project.

## Information:

The BOS are considering an oversight group for this project. This group may have the authority make some or all of the decisions indicated within this paper.

## Issues and Decision points:

- Investment and use of interest:
  - Investment of funds is the responsibility of the County Treasurer. To obtain the best interest rates a determination needs to be made regarding the length of time that the money can be tied up. Since it is anticipated that the majority of the costs will not be needed until construction gets underway most of the money should not be needed for at least 1 year.

***Recommendation: Authorize the County Treasurer to invest \$1 million for 2 years, \$8 million for 1 year, and \$1 million in liquid investments.***

***Action by the Parks and Recreation Board: No decision***

- Use of interest:
  - Using the information provided by the County Treasurer and the guidelines noted within the investment section of this paper interest earned for the first year should be at least \$225,000. The most pressing need is a staff person to help assist with project details including right-of-way acquisitions, utility relocations, site planning details, groundbreaking and dedication planning, etc. It would be beneficial to hire a person who could later become the Park Manager for the property as the experience and knowledge gained about the project during the development phase would be invaluable to the person as Park Manager. Therefore staff is recommending the employment of a Park Manager as soon as possible.

***Recommendation: Authorize revisions to the current Park Manager job description to reflect the specific duties of this park, advertise for position, and employ Park Manager for northern complex/community park using interest on the Mellon distribution.***

***Action by the Parks and Recreation Board: Approved for recommendation to the Board of Supervisors***

- A website should be created to keep the public apprised of the status of the project.  
***Recommendation: That the department investigate the creation of a website to keep the public aware of the progress of this project while in development and be incorporated into the department's website upon initiation of operations. That this element be funded from the interest proceeds on the investment of the distribution after a proposal is approved by the Parks and Recreation Board.***  
**Action by the Parks and Recreation Board: Denied.**
- Use of county funds remaining in account (\$576,264):
  - In order to fully acknowledge the donor and to celebrate the opening of this very significant recreational facility a very special dedication/grand opening would be beneficial.  
***Recommendation: Set aside \$50,000 of these funds for a grand opening/dedication event.***  
**Action by the Parks and Recreation Board: Denied.**
  - There is a need for funding to acquire rights-of-way for the road changes and utility relocation. These are not funded by the VDOT grant. There is also a need for initiate work for utility connections.  
***Recommendation: That these funds be used for acquisition of rights-of-way acquisition and utility relocation as needed to effect changes to Rt. 55 for access/egress to the park and utility connections as needed.***  
**Action by the Parks and Recreation Board: Denied**
  - Other future uses of these funds should be considered within the intent of the initial resolution funding the sports complex projects.  
**Action by the Parks and Recreation Board: Recommend to the Board of Supervisors reallocation of these funds to the central and southern complex projects.**
- Planning:
  - Selection of designer – staff has asked Resource Planners to provide a revised scope of work and proposed fee to accomplish the scope. This is due by the end of March and will be submitted to the Bids and Contracts Committee for consideration. Included in the request to Resource Planners was a proposal to develop a team approach to incorporate other firms to supplement Resource Planners' manpower and expertise. Staff has also asked for a proposed agreement that includes provisions for strict adherence to a planning timetable. The County is not obligated to Resource Planners and if the Board wishes to obtain fees from other firms that solicitation should be initiated immediately. Should the County decide to continue to use Resource Planners an exception to the current open-ended contract will again need to be approved by the Board of Supervisors.

**Action by the Parks and Recreation Board: Continue with solicitation of scope of work and fee proposal from Resource Planners**

- Staff has made contact with other professionals in the field to assist with overall review of the plans and thusfar the Planning and Development Director for the Fairfax County Park Authority, among others, have agreed to provide this assistance pro bono. A peer review will also be scheduled with other parks and recreation officials reviewing from each area of specialty included in the plan, e.g. security, irrigation, lighting, traffic control, safety, utilities, building design, etc.
- Staff would further propose that the plans be incorporated into the existing monthly Planning Commission coordination meeting agenda. This would provide for monthly input from any County agency involved in the review of plans submitted for development. This could also be the basis for formulation of a project status team to meet monthly to discuss issues, status of all aspects of the project, and plan for upcoming issues.

**Action by the Parks and Recreation Board: Also request a detailed description of the process that will be required by the County for all permitting for this project.**

- The involvement of FYSCC in all elements of the sports complex portions would continue as it has in the past unless the Board determines otherwise.
- Design guidelines – It would be helpful to maintain a consistent approach to this project that would help assure efficiency and effectiveness. A suggestion to develop this approach would be to establish the goals for the project and develop criteria to guide the planning efforts of planners.

***Recommendation: That the basic conceptual plan as currently drawn, which was the basis for the distribution by the Mellon Estate, be ratified with only minor changes considered as determined by the Board; maintain the character of the existing property as well as that of northern Fauquier; focus on youth sports while serving all ages; promote community; complement the Marshall Community Center; stress high quality development and maintenance; develop guidelines for each facility, target budget to be \$8.5 million plus \$1 million contingency and \$.5 million for the future.***

**Action by the Parks and Recreation Board: Goals and criteria approved.**

- Prep work – in order to jump start the project staff is requesting authority to begin negotiating rights-of-way, determining and authorizing as necessary soil and archaeological studies to meet requirements, and so forth.

***Recommendation: Grant authority to staff to begin pursuing studies, rights-of-way, and other time-consuming tasks to help keep the project on track.***

**Action by the Parks and Recreation Board: Approved.**

- Finances in general:
  - Request program account for principal and for each separate item identified for use of interest.  
***Recommendation: Approve Budget Action Form to establish the needed program account and codes including authority to expend those funds within existing County policies and procedures.***  
**Action by the Parks and Recreation Board: Approved**
  - Request program account for operations based on decisions made regarding funding for operations.  
**Action by the Parks and Recreation Board: To be determined after decision made regarding if the project will retain use of the interest on the principal**
  - Initiation of fundraising group for pool. Thusfar Langhorne Bond, Ann Hall, Jim Wiley, Sherry Tweed, and Adair Odenino have volunteered to work on the committee. Since this aspect is a community responsibility the department should conduct an initial meeting to assist the group in its initial formation, provide information about the project and the details about the pool, and provide any other aid to help get started.  
***Recommendation: Authorize Director to call this group together, provide background information to the group, and set March 1, 2003 as the deadline for the fundraising effort when pool design needs to be done in order to have the pool open by Memorial Day weekend of 2005.***  
**Action by the Parks and Recreation Board: Approved**
  - The major focus of the distribution was for the construction of the park. While unspent funds, if any, could have significant value, their use should be determined after completion of the project.
- Legal:
  - Agreement with FYSCC to allow County to build fields  
***Recommendation: That a revised lease be submitted to FYSCC to provide for the County to install the fields and associated facilities for the northern complex.***  
**Action by the Parks and Recreation Board: Approved**

#### Timetable:

- Timing of this project is critical – the timeline has virtually no wiggle room or much room for digression.
- Tentative timeline:
 

• Scope of work approved	March 20
• Submission of fee proposals	March 27
• Parks and Recreation Board approval of design contractor	April 3
• Board of Supervisors approval of	

design contract and approval of site plan	April 17
• Design	May-October (02)
• Reviews/permits	November-December (02)
• Bid	January-February (03)
• Award bid	February-March (04)
• Construction	April – February (04)
• Opening	April (04)

### Budget:

- To be developed as design team initiates its work.

### Public Input:

- Public input – Mr. Atherton has requested that the public be given the opportunity to provide input on the proposed plans. While the plan has been reviewed at Marshall Business and Resident Association Meetings and the Marshall Advisory Committee meetings and printed in the Good Times that is distributed to the wider public audience, the intent is to provide citizens a final opportunity to comment on the proposed plan before finalizing plans. The questions then become at what point should this input be solicited and in what manner? The crucial factor is to assure that the process does not create delays that result in not meeting the two-year construction deadline.

***Recommendation: That a public information meeting be held in Marshall during the month of March to obtain additional input regarding the conceptual plan based on the planning guidelines as adopted by the Board (see above) and then a second public information meeting be held to review more detailed drawings/plans when they are received.***

**Action by the Parks and Recreation Board: Approved after opportunity for review by Mr. Weeks**

### Reporting:

- A monthly reporting process should be implemented to keep the Mellon Estate, the Board of Supervisors, and the FYSCC apprised of the status of the project.

***Recommendation: That the Director initiate this report starting in March.***

**Action by the Parks and Recreation Board: Approved**

- See public awareness website under use of interest funds

### Other Issues:

- Art commission – Mr. Mellon had a special love for the arts. One suggestion put forth by a citizen was to commission artwork for the park. This is an excellent opportunity to integrate a cultural influence into a park setting, as is done in numerous other parks. A citizens' committee could be created, given a budget, and asked to develop the guidelines and process for commissioning such artwork which could then be recommended to the Parks and Recreation Board for approval.

***Recommendation: That the Parks and Recreation Board discuss this concept for action at the April Board meeting and review the concept with the Executors of the Estate for their concurrence.***

***Action by the Parks and Recreation Board: Approved and review the concept as well with Mr. Atherton and other local landscape architects***

- Decision making process:

- Determination of what decisions can be made by the P&R Board, what should be recommended to the BOS for their decision, etc.

***Recommendation: The Board should forward the appropriate action items herein to the Board of Supervisors for its approval, the remaining items for the Board's information, and request guidance regarding the rationale for making such determinations.***

***Action by the Parks and Recreation Board: This document to serve as the outline for this item.***

- Since this project will need decisions in a timely fashion more meetings of the Board may be needed.

***Recommendation: That the current monthly worksession be converted to a meeting date for the Parks and Recreation Board for the sole purpose of addressing items related to the northern sports complex/community park.***

***Action by the Parks and Recreation Board: Denied.***

Items staff has already completed:

- Negotiations with Mellon Estate including ongoing follow-up letters
- Invitations, speeches, set up, press releases, follow-up mailings, etc. for news conference
- Review of documents to effect donation
- Submittal of documents to Estate
- Deposit of funds on March 6, 2002
- Processing of executed documents
- Contact with potential designer, experts in other agencies, volunteer fundraisers, etc.